

Policy 7.2.12 Board and Commission Meeting Attendance

POLICY PURPOSE:

This policy sets Council's expectations and standards of Board and Commissions' members attendance such that members are able to meet and act as an advisory body more effectively by participating regularly at Boards and Commissions meetings.

POLICY STATEMENT:

Staff shall prepare each quarter for the City Council an attendance report of all the City's Boards and Commissions showing the attendance of each member during the past 12 months. Attendance issues will be highlighted by the staff.

Each member of a City Board or Commission is expected to attend all regularly scheduled meetings. Attendance of less than 75% (regardless of whether excused or unexcused) of the regularly scheduled meetings OR two consecutive unexcused absences in 12 months may result in a letter from the Mayor requesting improved attendance and reminding the member of the Charter and Council policies on absences. If the member has three consecutive unexcused absences from regularly scheduled meetings, the member's seat will be declared vacant by the Council.

Each Board or Commission will determine whether their respective member's attendance will be excused or unexcused and their determination will be included in the minutes of the meeting. Members requesting excused absences must inform the Chair and/or the City staff liaison to the Board/Commission, of their intended absence prior to the scheduled meeting. Failure to inform the Chair or staff will result in an unexcused absence. Excused absences are defined as: one personal leave absence, death in the family, personal illness, personal emergencies, and Board/Commission-related business.

(Adopted: RTC 95-407 (10/31/1995); Amended: RTC 01-359 (10/23/2001); Amended: (2/23/2006))

Lead Department: Office of the City Manager